

CEREMONY CHECKSHEET

Name of Awardee: ODP Awards Ceremony Home Phone: _____
 Office Phone: _____

Award: CD:SAFE / CM CAMS2 Contact Point (if not awardee): _____
 Phone: _____

Ceremony Date: 12 Sept. 84 Time: 9:00

Presenter: Mr. Fitzwater Conference Room: Auditorium
 Booked: _____

Note to Staff: _____ Notified D/Pers: _____

Greeting by Office/Division Chief Arranged: _____

Citation Reader Arranged: _____ Room # _____

Personal Brief Requested: _____ Received _____

Photographer Called: _____ Assignment/Requisition # _____

Guest List Received: _____ Guest List Called: _____

OPF Requested: _____ OPF Received: _____

Length of Service Certificates Requested: _____ Received: _____

Citation Written: 9/10/84 Typed: 9/10/84

Suggested Comments for DDCI Prepared: _____ Typed: _____

Bullets Prepared (when needed): _____ Typed: _____

Scenario Prepared (when needed): _____ Typed: _____

Formal Guest List Typed: _____ Photo Reqn Typed: _____

SX8 Card Typed for Citation Reader: _____ Labels for Chairs Typed: _____

Awards Gathered/Framed: _____

STAT Need ARA: Yes _____ No _____ ARA Prepared: _____

Copy of ARA to Retirement Division: _____

STAT Name to be sent to _____ Yes _____ No _____ Added to List: _____ STAT

STAT Photos Received: _____ Photos sent for Incription: _____

Photos Mailed to Awardee: _____

Case Closed: _____

ODP, has set up the entire ceremony. We explained

He would not be able (due to a very busy schedule) to participate during the actual ceremony. ODP/PERS on _____

took copies of the four citations to be read during the ceremony and the 60 (approx.) awardees will receive their awards but

due to shortage of frames the actual awards will be distributed via _____ to the awardees at a later date

*Indiv. awardee files also.

9/27 Inside are copies of the award recommendations for the CM's, CD's, for the SAFE + CAMS Projects.

3/30/85 Photos sent to ODP by ODP. All cases closed as

3/30/85 Approved For Release 2009/08/28 : CIA-RDP85-00424R000100010001-8